

2.62.130 Vacations.

A. Computation. Each regular full-time employee in city service shall be granted a paid vacation to be computed as follows: One working day per calendar month of employment including the first year of employment; provided, that no vacation shall be granted or compensation received for vacation credit accruing during any probationary period; however, if regular status is obtained, vacation shall then be allowed for employment during such probationary status. After five years of continuous employment with the city, each employee in city service shall be granted 1.167 working days per calendar month of employment. After ten years of continuous employment, each employee in city service shall be granted 1.417 working days per calendar month of employment. After 15 years of continuous employment, each employee will be granted 1.833 working days per month. After 20 years of continuous employment each employee will be granted 2.083 working days per month.

B. Rules for Taking Vacation.

1. Selection of vacation shall be made according to seniority in each department; provided, that the department head, for good cause, may change any selected date if necessary for the performance or the efficiency of that department. Vacation schedule for each particular year is to be worked out as promptly as possible and is to be planned to avoid disruption of work and to occasion as little inconvenience and additional expense to the city as possible;
2. Although vacation leave is considered to be an earned benefit, vacation leave is provided in order to give employees rest and relaxation away from their jobs. Employees will not be allowed to receive pay in place of taking vacation;
3. A new employee may carry over all unused accrued vacation at their one year anniversary, even though it may be in excess of one week. All other employees who are entitled to two weeks vacation with pay may elect to accumulate and carry over one week, or 40 hours, of vacation to be taken in the following year. No employee may accumulate vacation to add to the regular annual vacation which, when totaled, would exceed 35 days, or 280 hours, of vacation;
4. An employee may, with the consent of the department head, elect to split the annual vacation period. In such event the right of selection by seniority shall apply only to the first period selected;
5. Upon resignation, an employee will not be paid any accrued vacation benefits unless at least ten days' advance written notice of the contemplated resignation is given to the department head and the human resource director. If the required notice is given, the employee shall be paid for vacation hours accrued but not taken. If termination is caused by death, accrued vacation benefits shall be paid to the administrator, executor or surviving spouse at the discretion of the mayor. If a non-probationary employee is terminated for cause, the terminated employee shall be paid accrued vacation benefits in lieu of severance pay otherwise provided in this chapter.